

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
BUREAU OF ADULT EDUCATION AND NUTRITION PROGRAMS  
25 INDUSTRIAL PARK ROAD  
MIDDLETOWN, CONNECTICUT 06457-1543

**OPERATIONAL MEMORANDUM**

**TO: Sponsors of the Child Nutrition Programs**

**FROM: Maureen Staggenborg, Bureau Chief**

**DATE: October 1, 2003**

**SUBJECT: Operational Memorandum #02-04**

**I. Report of Annual Revenue and Cost Expenditures –  
RESPONSE DUE October 31, 2003**

**II. National Average Daily Attendance**

**I. Report of Annual Revenue and Cost Expenditures**

Federal Regulations require the State Agency to review the net cash resources of Child Nutrition Programs to ensure that a non-profit status is maintained. To ensure that the program income and expenditures are in line with the allowable three months operating costs, all programs (including – Residential Child Care Institutions) are required to supply the information as indicated on the enclosed Sample Form. Please note that you are not required to use this specific form. An audited annual (2002-2003 school year) report for the Food Service Department may be submitted instead. If you choose to submit your school district's or RCCI's Food Service Department's annual financial statement, the following items *must* be included and **highlighted**:

1. Total revenue for the Child Nutrition Programs (CNP). Also indicate if this total reflects your federal and state reimbursements. These figures should be highlighted separately.
2. Total expenses for the CNP
3. Accounts payable as of June 30, 2003
4. Accounts receivable as of June 30, 2003
5. Ending Inventories (for both Government Commodities at the Storage & Processing rate and regular purchased food) as of June 30, 2003. Also, indicate if you combine the ending inventories.
6. Ending cash balance as of June 30, 2003

*Important:* This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. Electronic copies may also be requested.

**RESPONSE DUE:** The financial information must be submitted to the Office of Child Nutrition no later than **October 31, 2003.** Please note that only authorized signatures are acceptable on this report.

## **II. National Average Daily Attendance**

Based on School Year 2002 data, USDA has updated the national average daily attendance factor to 93.4 percent. This factor is calculated by dividing the total national average daily attendance by the total enrollment for the year. When completing your Edit Check Worksheets, sponsors may choose to use this updated percentage as the attendance factor for their schools.

If you have any questions, please contact Mary Ragno (860-807-2082), Teri Dandeneau (860-807-2079), or Bob Zwack (860-807-2081).